

Office Name
Associate office name (optional)

Massachusetts Institute of Technology
77 Massachusetts Avenue, X00-000
Cambridge, Massachusetts 02139-4307

Your name
Your title

Phone 617.000.0000
Fax 617.000.0000
Email user@mit.edu
web.mit.edu/abcdefghijkl

October 28, 2021

Addressee's Name
Title
Company Name
Street Address
City, State/Province
Zip/Postal code

Dear Recipient,

This is a template for writing letters using the PSB LaTeX templates. There are three new document classes, one for each letter template, called "mitletter1", "mitletter2", and "mitletter3" respectively.

First, one must modify each of the class files "mitletter1.cls", "mitletter2.cls", and "mitletter3.cls" so that his/her personal information is set. The parameters to change are: Office Name, Room Number, Phone Number, Fax Number, website, E-mail, name, and title. The last two parameters (name and title) are called "person" and "ID" within the class files.

Next, to compose a letter, one must: set the document class to one of the above document classes, specify a name and (optionally) a signature, and then proceed with writing the letter as if it were a standard letter.

The MIT logo is included as an encapsulated PostScript file (EPS) and, as a result, will only display correctly using dvips. Many people now use pdflatex instead. pdflatex will require that the logo be converted from EPS to PDF which can be done using ImageMagick or several other programs.

Sincerely

Your Name
Your Title

Office Name
Associate office name (optional)

Massachusetts Institute of Technology
77 Massachusetts Avenue, Building X00-000
Cambridge, MA 02139-4307

ADDRESSEE'S NAME
TITLE
COMPANY NAME
STREET ADDRESS
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